

Please return form by email to office@potr-alton.co.uk
 Alternatively, you can **post** it c/o The Vicarage, Church Street, Alton,
 GU34 2BW, or return it **in person** to the Parish Office, All Saints Church
 Hall, Queens Road, Alton
 Office Tel: 01420 513881
Office open Monday to Friday 9am-12pm



All Saints Church Hall Booking Form

Booking Rates	Full Rate	Charity Rate
Weekday Hire (Mon-Fri)	£16.50 per hour	£11.50 per hour
Weekend Hire (Sat + Sun)	£21.50 per hour	£15.00 per hour
Full use of kitchen (includes use of cooker)	£37.50 per event	£26.50 per event
Limited use of kitchen (does <u>not</u> include use of cooker)	£5 per event	£5 per event

Name of Organisation					
Title of Event/Programme					
Date Required		Start Time		Finish Time	
Approximate Number attending					
Name and Address of person responsible for the booking		Name: Address: Email: Tel No:			
Signature accepting responsibility for compliance with Conditions of Use, including fire regulations					
Date of signature					
Booking confirmed (Office Use only)					
Event Type (Office Use only)				POTR Contact	

HIRE REQUIREMENTS	No. of Hrs required	Cost (per hour)	TOTAL
All Saints Church Hall			
Limited use of Kitchen			
Full use of Kitchen			
		TOTAL to pay	
		10% deposit on booking	

Please make payment via Bank Transfer to CAF Account No: 00029108, Sort Code: 40-52-40 quoting 'AS Church Hall hire';

Or via cheque made payable to **Parish of the Resurrection Alton**

DIRECTIONS FOR THE USE OF THE PARISH OF THE RESURRECTION ALTON ALL SAINTS CHURCH HALL

APPLICATION FORM: A signed application form is required for each event. However, in the case of weekly or regular bookings one form at the beginning of each calendar year is sufficient.

USE OF AS HALL: The Hall shall only be used for the purpose stated at the time of the booking and the Church reserves the right to cancel the booking without notice if it becomes aware that the Hall is to be used for some other purpose.

PARKING Please park at the rear of the Hall – this is the car park for All Saints Church and Hall. You may park by the door whilst you unload.

HIRE PERIOD: The hirer shall only have use of the premises, equipment and facilities for the periods agreed and all preparation and clearing up **must be within the booked periods.**

AS HALL DEPOSIT: For all bookings a deposit of 10% OF THE TOTAL FEE is required, payable on booking. The Hirer shall indemnify the Parochial Church Council (PCC) for the cost of repair of any damage to the Hall or its contents, which may occur during the period of the hiring or as a result of the hiring.

PAYMENT: Outstanding fees must be paid at least two weeks before the commencement of the hiring. Payment should be made by Bank Transfer (where possible) to CAF Account No: 00029108, Sort Code: 40-52-40 should be clearly marked '**AS Hall Hire**'. Cheques, made payable to **Parish of the Resurrection Alton**, should be delivered to the Parish Administrator at the Parish Office, AS Hall, Queens Road, Alton. Receipts will be issued only on request.

AS HALL KEY COLLECTION: Please collect and return your key using the Keysafe box adjacent to the front door of the hall. Please contact the Parish Office for the code.

CANCELLATION OF BOOKING: Notice of cancellation by a hirer should be given at the earliest opportunity. In the event of a cancellation, the hire charges may not be refunded unless another booking can be found. On rare occasions, a church function may clash with a regular or advance booking; should this occur, the church function will take priority, and any payments made will be reimbursed in full.

NUMBERS: The number of people in the Hall **must not exceed 66** at any time.

TABLES & CHAIRS: Please indicate the number of tables and chairs you require for your event on the booking form. These will be left out for you to arrange as you wish. Please do not damage the floor by dragging tables and chairs.

HEATING Instructions for heating are situated in the foyer on the right hand side. Please follow these carefully.

SMOKING: Smoking is not permitted anywhere on the premises.

RUBBISH : Please note that **all rubbish must be removed from the site**. The Hall dustbins are not available for this purpose. Hirers should leave the hall as they would expect to find it.

TEA TOWELS are not supplied.

NOTICES, DECORATIONS please use white tack to put up any banners, balloons, etc. No staples or Sellotape please.

SECURITY: The premises must be left secure: **cooker, taps and water heaters off; heating system off; doors and windows locked; lights out.**

FIRE PRECAUTIONS AND RISK ASSESSMENT: Hirers shall be responsible for familiarising themselves with the Hall's Fire Safety Procedures and Risk Assessment and is responsible for both ensuring compliance with

these Fire Safety Procedures and Risk Assessments and the development of and compliance with their own Fire Safety Risk Assessment and Procedures. All fire exits must remain clear and unobstructed at all times. No fire and safety signage may be covered at any time and fire equipment must not be moved or obstructed.

FIRST AID: A First Aid Box is in the kitchen, together with copies of the form that must be completed in case of an accident. Please follow the instructions on the form and return to the Parish Office.

Please remember: Full Kitchen Use – only the electrical equipment provided may be used.
Limited Kitchen Use– cooker **must not be used.**

SALE OF ALCOHOL The sale of alcohol (which includes the provision of alcohol in return for ‘donations’, or the inclusion of alcohol in the ticket price) is only allowed if the User has obtained a Temporary Event Notice Licence (TEN), with the permission of the Parish Office. There is a limit on the number of TEN’s which can be granted to any premises in a year, and so if alcohol is to be sold by the User during the booking the User must apply to the Parish Office when booking for permission to apply for a TEN. If permission is granted, then the User is responsible for applying to East Hants District Council for a TEN for the sale of alcohol and for the cost thereof. **A copy of the front sheet of the TEN is required for Parish records in advance of the event.**

PERFORMING RIGHTS LICENSING (PPLPRS LICENCE) The Parish of the Resurrection Alton is not authorised to permit the use of copyright material in functions for which the premises are made available. The organisers of events on the premises must arrange directly with PPL and PRS for Music for all licences required for the use of copyright material, and undertake to indemnify the Parish of the Resurrection Alton in respect of any claim made under copyright law. **A copy of the licence, if needed, must be provided to the Parish Office prior to the event.**

NOTE: If any charges are incurred by the Parish of the Resurrection, Alton for copyright fees, these will be invoiced to the hirer subsequent to the event.

SAFEGUARDING All events must comply with the Parish of the Resurrection Alton Safeguarding Policy, a copy of which can be found on the parish website (www.potr-alton.co.uk).

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RESPONSIBILITIES OF HIRERS:

Hirers are reminded that they are responsible for any accident or injury arising out of the activity for which they have booked the premises. It is the responsibility of hirers to ensure that the premises are safe for the purposes for which they intend to use them.

Hirers are required to provide details on an Accident Record Form of any accident or incident occurring during their occupation of the premises, which did or could give rise to injury or illness, as soon as possible after the accident or incident but in any case before the premises are vacated by the hirers after the event.

The Hirer shall show consideration to other users of the Hall and to people living in nearby houses. They should ensure noise is kept to a minimum and that there is no obstruction to nearby roads. Hire of the Hall does not imply prior vehicle access to the Hall car park.

The Vicar and Churchwardens do not accept responsibility for any loss of or damage to the goods of the hirer, or of third parties, on the premises.

The Vicar and Churchwardens reserve the right to review hire rates on an annual basis.

For, and on behalf of, the Vicar and Parochial Church Council of the Parish of the Resurrection, Alton